HELPFUL QUICK TIPS FOR THE ENTERING THE RFP APPLICATION

Before reading the quick tips below, please download and read through the detailed "Instructions for Submitting Your Proposal" which is found on the website at http://www.fasdcenter.com/rfp/.

Below is a list of the on-line proposal sections to be completed on the ProposalCENTRAL site and some helpful quick tips for entering data.

1. Institution Profile

2. Professional Profile

3. MAIN PROPOSAL PAGES:
    - Title Page
    - Primary Proposal Contact
    - Institution, Project Director and Signing Official
    - Other Key Personnel
    - Abstract
    - Attach Completed Business & Technical Volumes Here

HELPFUL TIPS FOR EACH PAGE:

Institution Profile Page:
Your Organization's "Business Office" may need to supply the information for this page, such as the IRS EIN or TIN Number, Congressional district and to provide the name of the institution as you would like it to appear on payment checks if the subcontract proposal is awarded. (**See the detailed "Instructions For Submitting Your Proposal," Number 10.**) Information typed into this form will automatically filter down into the main proposal pages, (which are listed below), therefore, this information will not need to be retyped in the main proposal pages. Save page and go to the Professional Profile tab.

Professional Profile:
The person listed in this form (Professional Profile - Default Contact Information) should be the Primary Proposal Contact who should receive correspondence about the proposal. (**See the detailed "Instructions For Submitting Your Proposal," Number 11.**) Information typed into this form will automatically filter down into the main proposal pages, (which are listed below), therefore, this information will not need to be retyped in the main proposal pages. Save and go to the Grants Opportunity tab to begin your submission, or to the Manage Proposals Tab to pull up the draft proposal previously started.

MAIN PROPOSAL PAGES:

Title Page:

Enter the Proposal Title, Other sources of funding, and total funding amount proposed. (**See the detailed "Instructions For Submitting Your Proposal," Numbers 7-9.**) When completed, save page and click the exit button. Upon existing the Title Page section, the main proposal selection box choices will reappear completely highlighted. To continue on to the next section, click on the next choice in the selection box. If you wish to exit the main proposal section and return to continue filling it out later, there is a statement to the right of this box with the following wording: "Your data has been saved. Click here to close this window." (The unfinished proposal will save as a draft copy into the Manage Proposal Tab where you can return to it at a later time and finish filling it out.) Clicking this window closed will return you to the ProposalCentral Grants Opportunity page where you may choose the other tabs (i.e., Institution Profile, Professional Profile, Manage Proposals), or you may logoff.

Primary Proposal Contact:

Information will automatically appear in this form from previously filling out the Professional Profile page. You may edit this profile if you need to and then save and exit. (Information should be the Primary Proposal Contact person who should receive correspondence about the proposal.)

Institution, Project Director and Signing Official

Most of this page's information will be filtered in automatically from the previously filled out Institution Profile page. At the bottom of this page, choose the type of Organization from the dropdown box. Complete the Signing Official, and Project Director Information by clicking on the "Enter Contact Information"link. Complete the "Add Contact Info" form, save and close window. When all information has been completed, Save and exit.

Other Key Personnel Section:

Only the person assigned to conduct the needs assessment would be considered "Other Key personnel." To add this information, Click the **here** link" (add individual as a Key Personnel), found at the bottom of the form under the box "Find New Key Personnel." Fill in the "Add Key Personnel Information" form and Save and close window. (The newly typed information should automatically read into the "Other Key Personnel" page under Role, Name, Title (etc.). If it does not appear, click the Add button and the information will be automatically appear into the form Save and Exit.

Abstract Section:

Type a brief summary of your project description. Choose the appropriate selections below from the categories by highlighting the choices and clicking the add button beside it. Save and Exit.

Attach Completed Business & Technical Volumes Here Section:

This section is where all your forms and proposal will be attached. At the bottom of this page you must download, fill out, scan and reattach the following forms:

Past Grants and Contracts

Representations and Certifications Part 1 (Signed)

Annual Representations and Certifications and Other Statements of Offerors or Respondents (Signed)

INSTRUCTIONS:

Scroll down to the bottom of this page, download and complete the Past Grants or Contracts; Representations and Certifications Part 1 (Signed), and Annual Representations and Certifications and Other Statements of Offerors or Respondents (Signed). When completed, scan the Representations and Certifications Part 1 (Signed), and Annual Representations and Certifications and Other Statements of Offerors or Respondents into a PDF file for uploading. The Past Grants or Contracts can be uploaded as a Word or PDF File.

TO UPLOAD:

Select Appropriate Attachment from the drop down box. (For "Other Attachments", please provide a file description in the "Describe Attachment" box.

Files to be attached:

Annual Representations and Certifications and Other Statements of Offerors or Respondents (Signed)

Letter(s) of Agreement

Other Attachment(s)

Past Grants or Contracts

Representations and Certifications Part 1 (Signed)

Signed Business Volume 1

Technical Volume 2 (Section D)

Technical Volume 2 (Sections A-C)

Click the "Browse button" to select the files to be uploaded from your computer.

Click "Upload Attachment". (The uploaded file will appear in the "Current list of uploaded attachments are listed in the table below" box.)

SUBMITTING PROPOSAL:

When all files have been attached and uploaded, click the Submit Proposal tab at the top of the page. If you have not submitted all the required files and completed all the information in the on-line proposal forms, a check-list will come up. You must go back and completed all required information before the system will allow you to Submit the Proposal and give you a Final Confirmation notification.

For help with scanning or attaching files, contact the ProposalCENTRAL help-line 1-800-875-2562.